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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q33-Q38):

NEW QUESTION # 33
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.
Overview:
Jelly Beans
A shop you manage sells gourmet jelly beans. You are tracking the amount of jelly beans sold each quarter and summarizing the information in a workbook.
Task 2:
Use a builtin Excel feature to copy all of the formatting of cell range A2:G2 located on the Profits worksheet and apply that formatting to cell A2 on the Costs worksheet.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To transfer the formatting from theProfitsworksheet to theCostsworksheet while maintaining consistency, follow these steps:
Step 1: Copy the Source Formatting
* Click on theProfitsworksheet tab at the bottom of your Excel window.
* Select the cell rangeA2:G2.
* On theHometab, in theClipboardgroup, click theFormat Painterbutton (it looks like a paintbrush).
* Tip: Your cursor will now have a small paintbrush icon next to it, indicating the formatting is
"loaded" and ready to be pasted.
Step 2: Apply Formatting to the Destination
* Click on theCostsworksheet tab (the one shown in your provided image).
* Click directly onCell A2(the cell containing "Production Costs (per pound)").
* Excel will automatically apply the formatting across the range starting fromA2 to match the original source.
Final Result
The cell range in theCostsworksheet should now match the style (font, background color, and borders) of the Profitsworksheet. The grey shading currently visible in your image in rangeB2:G2will be replaced by the style from the first sheet.

NEW QUESTION # 34
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.
□
Overview:
Guitar Stores
You and a partner own several Guitar Stores. You are analyzing your revenue from the past two quarters.
Task 1:
On the Qtr 1 wprksheet, apply a number format to display the numbers in columns B through E to two decimal places with the US Dollar symbol ($) left-aligned and the decimal points aligned.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To achieve the look where the dollar symbol is left-aligned and the decimal points are perfectly aligned vertically, you need to apply theAccountingnumber format. This is a standard requirement for professional financial statements.
Step 1: Select the Data Range
* Ensure you are on theQtr 1worksheet.
* Using your mouse, click and drag to select the range fromB10 to E14. This range covers all the monthly revenue data for the various locations.
Step 2: Open the Number Format Options
You can do this quickly using the Ribbon or with more precision via the Format Cells dialog:
* Go to theHometab on the Ribbon.
* In theNumbergroup, click the smallDialog Box Launcher(the tiny arrow in the bottom-right corner of the group). Alternatively, you can pressCtrl + 1on your keyboard.
Step 3: Configure Accounting Format
Once theFormat Cellsdialog box appears:
* SelectAccountingfrom theCategorylist on the left.
* Set theDecimal placesto2.
* In theSymboldropdown menu, ensure$ English (United States)is selected.
* ClickOK.
Key Difference: Accounting vs. Currency
* Accounting Format:Aligns the$ symbol to the far leftof the cell and thedecimal points verticallyin a column, making it easier to read large lists of numbers.
* Currency Format:Places the$ symbol immediately to the leftof the number, which does not allow for uniform vertical alignment of the symbols.

NEW QUESTION # 35

Instructions

Exam Environment

Exam Interface and Controls

The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.

Project 1

Overview:

Video Games

You are tracking video game popularity by compiling a workbook to document your findings.

Task 2:

On the Top 20 Videos worksheet, change the width of column C to 2.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Step-by-Step Instructions

* Navigate to the Correct Worksheet:

* Click on the tab labeled Top 20 Videos at the bottom of the Excel window to ensure you are on the correct sheet.

* Select Column C:

* Click on the letter C in the column header to select the entire column.

* Open Column Width Settings:

* Method A (Ribbon): Go to the Home tab. In the Cells group (towards the right), click Format.

Select Column Width... from the dropdown menu.

* Method B (Right-click): Right-click directly on the column header "C". A context menu will appear. Click Column Width...

* Enter the Width:

* A small dialog box labeled "Column Width" will appear.

* Type 2 in the box.

* Click OK.

Visual Verification

Before: Column C (containing the "Year" data) is likely wider, fitting the four-digit years comfortably.

After: Column C will become very narrow. The "Year" header and the dates (like 2011, 1984) might display as hashes (####) because the column is now too narrow to display the numbers, or the text will simply be cut off. This is expected behavior for the exam task; do not widen it back out unless instructed to do so.

NEW QUESTION # 36

Instructions

Exam Environment

Exam Interface and Controls

The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.

Project 1

Overview:

Video Games

You are tracking video game popularity by compiling a workbook to document your findings.

Task 3:

On the Top 20 Videos worksheet, apply the cell style 60% - Accent 1 to the top 5 video games located in cell range A4:C8 Here are the complete solutions below.

Answer:

Explanation:

Step 1: Select the Data Range

* Navigate to theTop 20 Videosworksheet.

* Click on cellA4(this contains the rank "#1").
* Hold your left mouse button down and drag diagonally to cellC8(this contains the year "2018").
* Release the mouse button. The range from Rank #1 (Minecraft) to Rank #5 (Super Smash Brothers Ultimate) should be highlighted.
Step 2: Open the Cell Styles Gallery
* Make sure you are on theHometab of the Ribbon (at the top of the window).
* Look for theStylesgroup (usually near the middle-right of the ribbon).
* Click theCell Stylesbutton (it may look like a dropdown arrow or a box showing style previews).
Step 3: Apply "60% - Accent 1"
* In the gallery that opens, look under the "Themed Cell Styles" section.
* Locate the first column of accents (usually blue or the primary theme color).
* Find and click on60% - Accent 1.
Result:The background color of the top 5 rows in your table will change to a lighter shade (likely light blue or orange, depending on the workbook theme), matching the style requirement.

NEW QUESTION # 37
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.
Overview:
Motorhome Rentals
Your company rents motorhomes. The motorhomes rent year-around at different prices. You are preparing pricing worksheets to be shared with others.
Task 1:
Add Open to the Quick Access Toolbar.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
Here are the step-by-step instructions to add theOpencommand to your Quick Access Toolbar in Excel 365:
Step-by-Step Solution
* Look at the very top-left corner of your Excel window (above theFileandHometabs). This area is the Quick Access Toolbar.
* Click the smalldownward-pointing arrow(Customize Quick Access Toolbar) located at the right end of the toolbar. 3. A drop-down menu will appear with a list of common commands.
* Find and click onOpenin the list.
* A checkmark will appear next to "Open," and theOpen icon(a yellow folder) will now permanently appear in your Quick Access Toolbar for easy access.

NEW QUESTION # 38
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To facilitate the development of mesh and get bug fixes to customers MO-210 faster, Cisco split mesh into its own code branch, The `onApiReady` event handler is our main entry point into the application.

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